



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of the State Superintendent of Schools 242 State Office Building Atlanta, Georgia 30334	Application Number 73-108-A	
Application Number		Date Received FEB 5 1981	Date Completed FEB 11 1981
2. Person to Contact Miriam Brassell		Working Title Administrative Secretary	Telephone Number 656-2800
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. <u>73-108</u> Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest To Date	5. Records Series Title (followed by title used in office, if different) Attorney General Opinions Files		
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? NO CHANGE			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: NO CHANGE Included are: File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 18 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>mb R. L. Lanning</i>	<i>2/4/81</i>	<i>Walker L. Baumgardner</i>	<i>2-3-81</i>
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	<i>2-10-81</i>
		Secretary of State/Designee	<i>2-9-81</i>
		Attorney General/Designee	<i>2-10-81</i>



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

313-1574

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE			
2. Agency Application No.			Date Received	Application No.	Date Completed	
			FEB 2 1973	73-108	FEB 13 1973	
3. AGENCY, Division, Subdivision & Administering Office Address Department of Education Office of the State Superintendent of Schools Education Building Room 242 Atlanta, Georgia 30334			4. Person to Contact Miriam Brassell			
			5. Working Title Administrative Aide	6. Tel. No. 656-2591		
7. ACTION REQUESTED						
<input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.						
<input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.						
8. Earliest & Latest Dates of Series 1947 - to Date			9. Exact Series Title Attorney-General Opinions Files			
10. What is the function of the office in which this record series is created The State Superintendent of Schools is the executive officer of the State Board of Education and the administrative head of the Department of Education. He is responsible for the administration and enforcement of all provisions of the Georgia School Laws in accordance with the provisions of such laws and rules, regulations, policies, and standards prescribed by the State Board of Education for the implementation, administration, or enforcement of such laws. (Acts, 1964 pp. 3,8) Areas of department function include 1) curriculum development, teacher education and certification, operation of special education facilities (Office of Instructional Services); 2) provision of local systems support for food services, pupil transportation, text-book and library programs; administration of State Aid programs and school quality standards (Office of School Administrative Services); 3) administration of vocational education programs and operations of state vocational technical schools (Office of Vocational Education); 4) provision of centralized support services such as budgeting and cash management, accounting, personnel services, inventory control, and records management (Office of Department Staff Services) and provision of planning, research, evaluation and statistical services (Planning, Research and Evaluation Unit of Office of Department Staff Services).						
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): This series contains documents relating to legal opinions requested by the Department of Education concerning proposed policies, programs, and legislation. The file includes but is not limited to copies of opinions of the Attorney-General of Georgia on various topics, programs, policies, legislation of concern to the Department of Education. The series is arranged chronologically. NOTE: Requests for opinions usually come from other offices of the Department of Education or from local school systems and are processed by the State Superintendent. This series represents the Record Copy of all Department of Education legal opinions. All other copies will be destroyed.						
ATTACH SAMPLES OF THE FILE						
12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers Cu. Ft. of Records	
Letter-size File Drawers					.1 .2	
Legal-size File Drawers	1	2	Floor Space Occupied (Square Feet)		In Office(s) In Storage Area(s)	
					7	
			AVERAGE DAILY REFERENCES		This Year's Last Year's Preceding Year's All Prior Year's	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [] ☒ [x]
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☒ [x] ☐ []
- The opinion may alter the form of a program or change a policy
18. Could the function be performed if the files were lost or destroyed? Affected offices have copies ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [x]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [] ☒ [x]
23. Will there be a need for these records 10, 15 years from now? If yes, what? historical value ☒ [x] ☐ []

24. REQUIREMENTS. The following requires the files to be kept ~~indefinite~~ 10 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☒ [x] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

The Superintendent wishes to have a 10 year perspective of legal opinion in order to evaluate proposed changes and new programs.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each ☒ [x] CALENDAR YEAR ☐ [] FISCAL YEAR ☐ [] Other then:

- ☒ [xx] Hold in the current files area month(s)/10 year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☒ [xx] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series *Richard P. Homenick* Records Management Officer *February 2, 1973* Date

26. Recommendations	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	Head of Agency/Designee <i>Jack B. Nix</i>	JAN 31 1973
in Paragraph	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	Department of Audits/Designee <i>William M. Dixon</i>	Date <i>2-9-73</i>
25 are:	<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	Secretary of State/Designee <i>Carroll Hart</i>	Date <i>Jan 8, 73</i>
	<input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	Department of Law/Designee <i>Robert H. Shell Jr.</i>	Date <i>Feb 13, 73</i>